

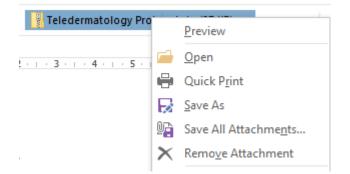


Importing the Teledermatology Protocol into EMIS Web

At no point should you try to open the files until they have been imported into EMIS Web. These are "system specific" files and Windows does not have the capability to open them.

If you are importing the files using NHS webmail, please see different screenshots at the end of this document.

Open the email and right click over the attachment. Select **Save all attachments**. Select **Save All Attachments**



Click OK.

Save All Attachments	×
<u>A</u> ttachments:	OK
Teledermatology Protocol.zip	Close

Save the zipped folder to your desktop or network drive if you prefer.

The location of where this folder is saved is up to personal choice and does not need to reflect what is displayed in the screenshots.

Click Save

🛛 Save Attachment							×
← → • ↑ 📙	→ This PC → Doc	uments > Teledermat	tology		~ Ū	Search Teledermatolo	ogy 🔎
Organize 🔻 New	v folder					[·== • ?
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Save as <u>t</u> ype:	Compressed (zippe	d) Folder (*.zip)					~
∧ Hide Folders					Too <u>l</u> s 🔻	Save	Cancel

Navigate to the folder where the zipped folder has been saved.

Right click over the zipped folder, and select **Extract All.**

Name	^	Date modified	Туре	Size	
📙 Teleder	matology Protocol.zip	22/01/2019 08:46	Compressed (zipp		84 KB
	Open				
	Open in new window				
	Extract All				

Select Extract.

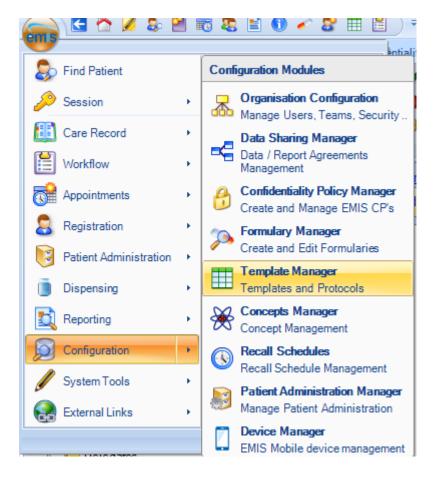
		×
~	Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	House\corinne.raymont\Documents\Teledermatology\Teledermatology Protocol	
	☑ S <u>h</u> ow extracted files when complete	
	<u>E</u> xtract Cano	el

The extracted files will appear in a new Teledermatology Protocol folder

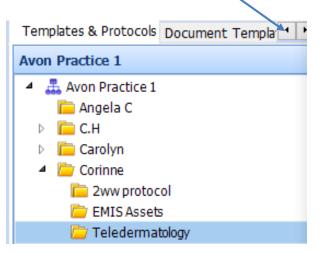
☐ ☑ ☐ 〒 Teledermatology File Home Share View					- 1	- × ~ (1
← → × ↑ 📙 > This PC > Docur	Search Teledermatology	م				
Documents	*	^	Name	Date modified	Type Siz	e
Pictures	*		Teledermatology Protocol	22/01/2019 15:37	File folder	
SCW IT Training	*		🔢 Teledermatology Protocol.zip	22/01/2019 08:46	Compressed (zipp	84 KB
📙 Document Workflow Study	*					
📙 Training	*					
Draft Combined Course		~				
2 items 1 item selected State: 🔇 On	ine	Sync	status: Last sync on 22/01/2019 08:30			

To Import into EMIS Web

From the EMIS Ball, access Template Manager by selecting Configuration, Template Manager.



Ensure you are in the Templates and Protocols Tab, you may have to click on the left arrow to see this:



Before importing, create a folder where you want to import the protocol, eg Teledermatology.

From the Ribbon , select Import	
Add Edit Properties Cut Copy Properties Properties	Search View Test Run Print Activate Search View Test Run Print Activate Act
Add / Edit	Template

Highlight the REGO skin lesion protocol.xml, and select **Open**.

Open						2
ightarrow 🔥 $ ightarrow$ Thi	s PC > Desktop > Teledermatology			~ Č	Search Teledermatology	م
rganise 🔻 🛛 New folde	r					
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RUH 2ww EMIS e	REGO skin lesion protocol.xml	22/01/2019 08:46	XML Document	50	KB	
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🕹 Downloads						
👌 Music						
E Pictures						
📑 Videos						
SDisk (C:)						
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 O Drive (O:) 						
 O Drive (O:) CSU Directorate 						
n O Drive (O:)						
O Drive (0:) CSU Directorate	me: REGO skin lesion protocol.xml			~	XML Files (*.xml)	~

Choose a folder where you want the accompanying document templates to be imported and then create a **New Folder**. The name is not important as long as you make a note for future reference if required.

Select a folder	×
Select a folder for imported document templates	
🔺 🚠 Avon Practice 1	
🛅 Angela C	
🛅 Appointment Docs	
Earolyn	
🛅 CHynam	
🖆 Corinne	
New Folder Select	Cancel

Give the new folder a name:

Add folder		Х
Details		
	Telederm	
Туре:	Folder	
Description:	Telederm ^	
	~	
Version:	N/A	
Modified:	22-Jan-2019 09:04	
Author:	RAYMONT, Corinne (Dr)	
Organisation:	Avon Practice 1	
Status:	Active \lor	
	OK Cancel	

Then press **Select**.

Select a folder		×
Select a folder for imported document templates		
🔺 🚠 Avon Practice 1		
💼 Angela C		
៉ Appointment Docs		
Earolyn		
🛅 CHynam		
4 🖆 Corinne		
🗁 Teledem		
New Folder	Select	Cancel

You should now be able to see the REGO skin lesion protocol and Skin lesion template:

	Name	Description
*	REGO skin lesion protocol	Imported item.
	Skin lesion template	Imported Item.

To Add to the Protocol Launcher

Add to the Protocol Launcher to enable the protocol to be launched by using the F12 key. This needs to be done by each user.

Press F12, choose a letter to assign to the protocol, right click over the letter and select Add.

Prot	ocol Launcher	×					
Double click a protocol from the list or press the corresponding letter and "Enter" to launch.							
Right click for add, edit and delete options.							
S	earch for a protocol to launch						
•	Select and launch	\sim					
С	hoose a protocol to launch						
	Protocol Name	^					
Α	Patient Address Label						
В	Patient Informed re Diet						
С	Protocol to launch clin temp then ref letter						
D	Label with text prompt						
E	2WW Protocol						
F	Add						
G	Edit						
н	A Remove						
I	Re <u>f</u> resh						
1							

Navigate to the protocol, highlight and select **OK**.

\checkmark
ncel

The protocol name will now appear next to the letter you chose.

To use the protocol, press **F12** and then double click on the protocol name.

Importing the Protocol Using NHS Webmail

If you are importing the files from NHS webmail, you will need to ensure that you have ticked the **"This is a private computer**" box before signing in.

Sign in with your NHSmail account

nhs.mail@nhs.net	
•••••]



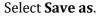
This is a private computer

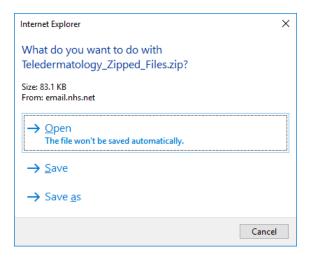
Open the email and right click over the attachment. Select **Download all**.

1 attachment



Download all





Save the zipped folder to your desktop or network drive if you prefer.

The location of where this folder is saved is up to personal choice and does not need to reflect what is displayed in the screenshots.

🤗 Save As					×
← → ∽ ↑ 📙 → This PC → Desktop → Teledermatology			√ Ū	Search Teledermatology	Q
Organise 🔻 New folder					?
RUH 2ww Word ^ Name	Date modified	Туре	Size		
This PC	No items mat	ch your search.			
Documents					
🖶 Downloads					
h Music					
Pictures					
📕 Videos					
SDisk (C:)					
🛫 Home (H:)					
🛫 O Drive (O:)					
🛫 CSU Directorate					
- Network					
File name: Teledermatology Protocol.zip					~
Save as type: Compressed (zipped) Folder (*.zip)					~
∧ Hide Folders				<u>S</u> ave Car	ncel .:i

Select **Open folder**

The Teledermatology Protocol.zip download has completed. Open 🔻 Open folder View downloads
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Right click over the zipped folder, and select Extract All

Teledermatology P		Compressed (zipp	84 KB
	Open		
	Open in new window		
	Extract All		

The extracted files will appear in the folder.